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DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

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MANUAL TRANSMITTAL SHEET

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Subject

MS 1221 – DIRECTIVES MANUAL

1. Explanation of Materials Transmitted: The foregoing Directives Manual replaces references to the Information Resource Directorate with references to Business, Fiscal, and Information Resource Management. Instruction regarding the use of the Data Tracking System is also included.
2. Reports Required: None.
3. Materials Superseded: The Directives Manual issued on October 21, 2011, Rel. 1-1737, is superseded.
4. Filing Instructions: File as directed below.

REMOVE

All of MS 1221 (Rel. 1-1737)
(Total: 24 sheets)

INSERT

All of Revised
(Total: 20 sheets)

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Chapter 1. Overview

1.1 Purpose

This manual section (MS) describes the Bureau of Land Management (BLM) Directives System and sets forth the policy regarding preparing, approving, distributing, and maintaining the various types of directives for BLM use.

1.2 Objectives

The BLM Directives System—

- A. Provides BLM employees with authoritative instructions and information to implement BLM programs and support activities;
- B. Provides BLM officials with the means to effectively and efficiently convey instructions to users and to document BLM's policies and procedures;
- C. Integrates all Bureau policies and procedures into one record-keeping system for easy reference and retrieval;
- D. Establishes distinctive formats for directives that are recognizable as authoritative instructions;
- E. Differentiates between permanent and temporary directives; and
- F. Ensures directives are clear, concise, and easy to-understand and use.

1.3 Authority

- A. The Federal Records Act of 1950, as amended, (44 U.S.C. 29 and 31) requires heads of agencies to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency.
- B. The Administrative Procedure Act (5 U.S.C. 552) requires each agency to make administrative staff manuals and instructions available for public inspection and copying.
- C. The Paperwork Reduction Act of 1980 (44 U.S.C. 3501-3520) provides standards and procedures for information collection and dissemination.
- D. The Freedom of Information Act, as amended, (5 U.S.C. 552) mandates establishing policies for accessing Bureau information.

- E. Federal Information Resource Management Regulation (41 CFR 201) directs each agency to provide policy and procedural guidance through an established directives program and provides specific procedures for managing a directives system.
- F. Departmental Manual (381 DM 1) prescribes policies, outlines procedures, and assigns responsibilities for maintaining agency directives systems within the Department of the Interior.
- G. Departmental Manual (235 DM 1) provides delegations of authority relating to directives management from the Secretary to the Director.

1.4 Responsibility

- A. *The Director and the Deputy Directors* are responsible for the overall BLM Directives System. This responsibility is exercised through the Assistant Director, Information Resources Management. The Director and Deputy Directors are responsible for making final decisions on the content of directives involving general BLM policies and issues that affect the responsibilities of more than one assistant director.
- B. *Assistant Directors* have ultimate responsibility for decisions about the content of directives involving program policies or procedures within their assigned program areas. Assistant directors are responsible for—
 - 1. Keeping their directives current;
 - 2. Ensuring that proper coordination occurs when program policies or procedures in their directives may impact program areas assigned to other assistant directors;
 - 3. Converting instruction memorandums (IM) that contain long-term policy or procedural information promptly into a BLM manual section or handbook consistent with the directives revalidation schedule;
 - 4. Supporting the BLM Directives System; and
 - 5. Requiring subordinates to support and follow the BLM Directives System.
- C. *The Assistant Director, Business, Fiscal, and Information Resources Management (AD, BFIRM)* is responsible for establishing and coordinating policies and guidance for the BLM's Information Resources Management program. The AD, BFIRM develops policies and guidance for the development, management, integration, and use of information resources management systems, for information dissemination, and for the general oversight of the BLM Directives System.
- D. *The Directives Manager, IRM Governance Division*, under the direction of the division chief, is responsible for developing, instituting, and administering the overall BLM

Directives System, establishing standards and procedures for directives, and reviewing the operation of the system throughout the BLM. This includes—

1. Directing a comprehensive system for issuing all permanent and temporary directives to all Washington Office and field officials;
 2. Monitoring and evaluating directives activities and recommending needed changes to appropriate officials;
 3. Coordinating policies and issues that affect the Bureau's records management program;
 4. Updating the BLM Directives System requirements and standards;
 5. Disseminating Bureau directives that originate in the Washington Office;
 6. Providing centralized access to all Bureau directives that originate in centers;
 7. Assisting, advising, and instructing BLM officials in all phases of the BLM Directives System;
 8. Maintaining the BLM directives master files and case files, including the official record of BLM manual sections, handbooks, supplements, IMs, and information bulletins (IB) issued by the Washington Office (WO);
 9. Maintaining an index of Bureau directives;
 10. Maintaining the *Directives* portions of any BLM intranet/internet pages; and
 11. Ensuring the distribution process for directives is current.
- E. *State Directors* are responsible for establishing, operating, and maintaining directives subsystems within their areas of jurisdiction according to standards and instructions contained in this BLM manual section. State directors may re-delegate these responsibilities to other officials. If state directors have authorized subordinate office directives systems, these responsibilities must be applicable to those managers. State directors are also responsible for—
1. Issuing permanent and temporary directives within their program areas based on their delegation of authority to provide procedural instructions, report instructions, and convey technical requirements needed to carry out their state offices' responsibilities;
 2. Supporting and requiring compliance with the BLM Directives System;

3. Ensuring compliance with Electronic Reading Room requirements and maintaining a complete index of all directives for internal use and access;
4. Avoiding unnecessary duplication or repetition of bureauwide directives;
5. Providing a process for revalidating directives issued by their offices;
6. Notifying the responsible program office in Headquarters when bureauwide directives are no longer useful to field operations;
7. Maintaining directives master files and case files, including the official record of manual section supplements and handbook supplements, IMs, and IBs issued by their state offices;
8. Assisting and advising state office officials on all phases of the BLM Directives System;
9. Ensuring the distribution process for directives is current; and
10. Coordinating with the Division of IRM Governance to create manual and handbook supplements, when required.

F. *Center Directors* are responsible for—

1. Issuing permanent and temporary directives within their program areas based on their delegation of authority to provide procedural instructions, reporting instructions, and technical requirements needed to carry out the center's responsibilities;
2. Keeping their directives current and maintaining a directives index;
3. Issuing directives at the specific direction of Headquarters;
4. Coordinating with the responsible Headquarters office when developing directives;
5. Ensuring that bureauwide directives issued by the centers are disseminated;
6. Maintaining the directives master files and case files, including the official record of manual sections, handbooks, supplements, IMs, and IBs issued by the centers;
7. Assisting and advising center officials on all phases of the BLM Directives System;
8. Ensuring the distribution process for directives is current; and

9. Coordinating with the Division of IRM Governance to create manual and handbook supplements, when required.

G. *Bureau Officials Who Originate Directives* are responsible for—

1. Creating directives within their program areas that are consistent with existing bureauwide or higher level directives and established policy;
2. Coordinating with the Directives staff (Division of IRM Governance) to develop the content and format of directives in conformance with the standards and instructions prescribed in this BLM manual section;
3. Coordinating with BLM programs affected by the new directive and including affected BLM programs in the surnaming process.
4. Ensuring that their directives contain correct and relevant information and instructions;
5. Presenting the information and instructions clearly, accurately, and concisely, but with sufficient detail to meet the recipients' needs;
6. Ensuring adequate coordination and clearance by officials concerned;
7. Creating timely and responsive directives to meet Bureau needs;
8. Addressing directives to appropriate Bureau personnel;
9. Revalidating and certifying that their directives are current;
10. Incorporating applicable temporary directives into appropriate Bureau manual sections, handbooks, and supplements;
11. Collecting responses received from IMs, IBs, and draft directives when comments become an overall record on how a policy was developed;
12. Maintaining electronic versions of directives *in editable format* for future revision and revalidation; and
13. Ensuring that all directives comply with Section 508 of the Rehabilitation Act of 1973.

H. *All Employees* are responsible for complying with the BLM Directives System as a source of policy and direction for their work.

1.5 References

- A. 381 DM 1 – Directives Management
- B. MS-1220 – Records and Information Management
- C. MS-1270 – Records Management Program
- D. MS-1271 – BLM Information Access Center
- E. MS-1273 – Vital Records
- F. MS-1278 – External Access to BLM Information
- G. MS-1541 – Correspondence and Document Management

1.6 Policy

The BLM Directives System provides and documents the central instructions needed to comply with laws, regulations, and administrative policy to ensure program effectiveness. The BLM directives system must provide essential, accurate, and timely instructions and information; must be clear and concise; and, must meet the approved formatting requirements. Compliance with directives is *mandatory*. All BLM directives must be uniquely identified and controlled to aid in reference and citation. Manual sections are the primary means of conveying written policies, procedures, and program direction. Handbooks provide detailed procedures. Temporary directives are used only to transmit interim instructions and information. Directives must be evaluated on a regular basis to ensure they are current and up-to-date. When requested, field officials must review proposed BLM manual sections and handbooks, especially when they involve controversial subjects or require significant effort for the field to implement.

1.7 File and Records Maintenance

Directives filing requirements are found in the Directives Maintenance chapter of this manual at page 4-1. Official record copies of directives are permanent records maintained in accordance with BLM Records Schedule (GRS) 16/1a and b. Reference copies of directives are temporary and may be disposed of when no longer needed.

1.8 External Access to Bureau Directives

Directives may contain material of a *proprietary* or *sensitive* nature. Access to such information on the BLM Directives intranet page and the distribution of such material by other means must be tightly controlled. The public may review and obtain copies of BLM manual sections, handbooks, supplements, and temporary directives that are designated as publicly available (P). All current public directives are listed at: <http://www.blm.gov>.

Chapter 2. Directives System Structure

The BLM Directives System is composed of both permanent and temporary. Permanent directives include BLM manual sections, handbooks, and supplements. Temporary directives include IMs and IBs. *Each type serves a unique purpose. Do not use them interchangeably.* Permanent directives remain in effect until they are superseded or canceled. Temporary directives remain in force until the end of the third fiscal year following issuance, unless they have an earlier self-canceling date. Temporary directives may be renewed for an additional year; they may be renewed a second time (also for a 1-year period) at the discretion of the Assistant Director, IRM, with adequate justification.

2.1 Permanent Directives

BLM permanent directives contain material having continuing application to BLM programs. Permanent directives are numbered according to the BLM Subject Code found on the Directives National Website. Permanent directives consist of BLM manual sections, manual section supplements, handbooks, and handbook supplements. The manual section and corresponding handbooks must not conflict; they combine to form a complete set of instructions. Both the manual sections and the handbooks have equal force and effect. The manual sections and the handbooks constitute a structured system, tied together by a common subject code. No more than one subject code may be attributed to each permanent directive.

- A. *Manual Sections* document program-specific BLM policy and direction. Instructions in BLM manual sections are *mandatory* unless otherwise stated. The Directives intranet page lists all current manual sections. A manual section must include the following:
1. Table of Contents. Identify the major headings in the manual section; at a minimum, this will include the first heading below the chapter level. The table of contents must identify the corresponding page number of each section listed. Page numbers must be whole numbers and should not include section numbers or paragraph numbers. After a listing of the major headings in the manual, list the Glossary of Terms, Illustrations, Appendices, Bibliography, and Handbooks by number and title. The Table of Contents *may* include lists of figures and tables to assist the reader in locating tables, charts, graphs and other graphic material embedded in the text of the directive. **NOTE:** Illustrations differ from embedded graphic elements because they are provided as a supplement to the manual section (Section I) and are numbered consecutively regardless of the chapter they reference.
 2. Purpose. State briefly what the manual contains and why it was created.
 3. Objectives. State the objectives of the program or activity covered in the manual section.
 4. Authority. Cite sources of authority that contain legal requirements for conducting the program involved.

5. Responsibility. Beginning with the highest Bureau officials involved, list the principal officials by their titles who are responsible for planning and executing the program covered in the manual section. State the jurisdictional responsibilities of these officials.
 6. References. List all sources of instruction and information referred to in the manual other than those listed in the *Authorities* section. References may be included as an appendix to the manual section.
 7. Policy. Provide general statements that outline the governing principles, course, and plan-of-action designed to govern present and future actions, decisions, or procedures.
 8. File and Records Maintenance. Describe filing procedures, records disposition requirements, and any special requirements necessary to safeguard against unauthorized disclosure of information. This section may be used as a locator to direct the reader to portions of the manual section dealing with files and records. At a minimum, the specific Bureau Records Schedule number and item must be cited to direct the reader to the appropriate retention and disposition policies.
 9. Additional Information. Remaining sections may be used to add material not described above, such as Bureau practices, historical data, coordination requirements, etc.
 10. Detailed Instructions. Detailed instructions for specialists and technicians may be included if handbooks are not used.
- B. *Handbooks* provide detailed, technical, or procedural instructions needed to carry out the policy and direction described in the BLM manual section. A handbook cannot be released without a manual section in effect; all handbooks must be released by WO Directives. The primary audience is specialists, technicians, and clerks. The BLM Directives intranet page lists all current handbooks in the document titled, “Manual Pages in Effect.” Handbooks must document specialized procedures, processes, technical standards, and specifications. Handbooks must include a Table of Contents that identifies the major headings; at a minimum, this will include the first heading below the chapter level. The table of contents must identify the corresponding page number of each section listed. Page numbers must be whole numbers and should not include section numbers or paragraph numbers. After a listing of the major headings in the handbook, list the Glossary of Terms, Illustrations, Appendices, and Bibliography. The Table of Contents *may* include lists of figures and tables to assist the reader in locating tables, charts, graphs and other graphic material embedded in the text of the handbook. **NOTE:** Illustrations differ from embedded graphic elements because they are provided as a supplement to the handbook and are numbered consecutively regardless of the chapter they reference. Also note, all graphics and illustrations must be Section 508 Compliant.

- C. *Manual Section Supplements* augment the manual section to meet the needs of a particular office. The Directives intranet page lists all current manual section supplements. Supplements must not conflict with the manual section (see H-1221-1, chapter II, paragraphs A.3 and E). If a manual section supplement needs to be written and a manual section does not exist, approval must be given by the appropriate Headquarters program office.
- D. *Handbook Supplements* (field, center, and Washington Office supplements) augment the handbook to meet the needs of a particular office. The Directives intranet page lists all current handbook supplements. Supplements must not conflict with the handbook.
- E. *Transmittal Sheets* (Form 1221-2) contain the version number, the date, the signature and title of the approving official, and a summary of the changes in the new version of the BLM manual section, handbook, or supplement. .

2.2 Temporary Directives

These controlled directives are of a short-term, temporary nature. There are two types of temporary directives: IMs and IBs.

- A. *An IM* provides new policy or procedural instructions that must reach BLM employees quickly. IMs exhibit the following characteristics:
 - 1. An IM must reference the affected BLM manual section or handbook in the “Manual/Handbook Sections Affected” section of the IM, if appropriate, to help ensure the visibility of changes to BLM manual sections and handbooks.
 - 2. The numbering system for IMs must include the issuing office abbreviation, followed by IM, the fiscal year, and a sequential number (starting with 001 for the first IM issued at the beginning of a fiscal year; e.g., WO IM 2005-001). IM numbers must be issued by Directives staff.
 - 3. An IM remains in effect until the end of the third fiscal year following issuance, unless it is issued as a self-canceling directive with an expiration date. For example, an IM issued on November 30, 2014 (FY 2015), expires on September 30, 2018. At the end of the third fiscal year, an IM must be reviewed to determine whether it should be incorporated into a manual section or handbook, allowed to expire, or renewed.
 - 4. At the discretion of the Division Chief, IRM Governance, an IM may be renewed two times, each renewal lasts one year. Such a renewal will only be allowed if the IM is to be incorporated into a manual section or handbook.
 - 5. Material changes to IMs are allowed. All changes must be issued as a new IM referred to by the same IM number followed by “Change 1.”

6. Administrative corrections (correcting typos or omissions) that do not affect the intent of the directive may be corrected and the IM then reissued without issuing a new directive or number. Notification must be made through the Directives' distribution process. Such corrections will generally be allowed only within 2 business days of issuance of the original IM.
 7. Because IMs contain interim policies and procedures, they are permanent records and must be filed in accordance with Section 4.1, Filing Directives.
- B. *IBs* disseminate information of interest to Bureau employees. They do *not* contain BLM policy, direction, or procedural instructions. IBs exhibit the following characteristics:
1. They transmit material such as publications and announcements, or call attention to existing policies or procedures.
 2. They may require action by, or response from, Bureau officials for actions such as confirming attendance at meetings, requesting review and comment to draft documents, or requesting information, such as data calls.
 3. They often have a due date.
 4. The numbering system for IBs must include the issuing office abbreviation, followed by IB, the fiscal year, and a sequential number (starting with 001 for the first IB issued at the beginning of a fiscal year, for example, NM Information Bulletin 2005-001). IB numbers must be issued by Directives staff.
 5. IBs are in effect only as long as they are needed by individual program officials. If not otherwise canceled, IBs self-cancel no later than 1 year after issuance.
 6. Changes to IBs are not allowed. A new IB must be issued stating that the previous IB has been canceled.
 7. Administrative corrections (correcting typos or omissions) that do not affect the intent of the directive may be made within 2 business days, and then reissued without issuing a new directive or number. Notification must be made through the Directives' distribution process.
 8. The Directives intranet page lists all current IBs.
- C. *Issuing Authorities* for IMs and IBs are established by administrative jurisdiction and MS-1203, Delegation of Authority. These include:
1. *IMs and IBs* that are issued from Headquarters to field officials and Washington Office staff.

2. *Director's Office IMs or IBs* that are issued by the BLM Director only to Washington Office staff.
 3. *Center IMs and IBs* that are issued by center directors to field officials and center staff.
 4. *State IMs and IBs* that are issued by state directors to state office and field office staff.
 5. *Field Office IMs or IBs* that are issued by field office managers to field office staff.
- D. *IM and IB Rewrites* are not to be rewritten by field officials for redistribution to other field offices. However, additional instructions to supplement directives may be issued by local directives. If supplementary instructions are not needed, an IM or IB may be circulated at the state and local level through email.

2.3 Emergency Notifications (Email, Fax, Conference Call, etc.)

Emergency notifications must be followed by a directive and will not be used to circumvent the BLM Directives System.

2.4 Letter Designations

It is the responsibility of the author of the directive to assign the correct letter designation (P, I, or R for Public, Internal, or Restricted content) to indicate who may view a directive. One of the following letter designations is required on all directives:

- A. *Public (P)* - Use "P" on directives when the content of the directive is a policy or practice that directly affects a member of the public and when information contained in the directive is not prohibited from release under FOIA. Directives with a "P" letter designation must be posted on both the BLM Freedom of Information Act Electronic Reading Room (http://www.blm.gov/wo/st/en/res/FOIA/Reading_Room.html) and the BLM Directives intranet page.
- B. *Internal (I)* - Use "I" on directives when the content of the directive contains any information that is prohibited from release without review under the FOIA and/or when the content is strictly internal BLM policy or practices that do not affect the public. Directives with an "I" letter designation must be posted on the BLM Directives intranet page only.
- C. *Restricted (R)* - Use "R" on directives when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have "a need-to-know." Directives with an "R" letter designation will **not** be posted (linked) on either the BLM FOIA Electronic Reading Room website or the BLM Directives intranet page. They will be identified on the BLM Directives intranet page index

(listed, but not linked).

2.5 Directives Indexing System

All permanent and temporary directives must be indexed to facilitate easy search and retrieval.

- A. *Permanent Directives* are identified with one subject code only. The Bureau's Records Management and Directives System uniformly identifies all records or documents, regardless of physical form or characteristic, based on a logical numeric coding system called subject codes. To the maximum extent practicable, BLM directives maintain the subject code numbering patterns consistent with Title 43 Code of Federal Regulations (CFR). A current list of Bureau subject codes is available on the Directives intranet page. Requests for new subject codes must be made to Directives. All manual sections, handbooks, and supplements (WO, state, center, or field) are accessible through the BLM Directives intranet page, with the exception of restricted access directives.
- B. *Temporary Directives* are indexed by the type (IM or IB), issuing office, fiscal year, the sequential number assigned, the subject code, date signed, and originating office code. All IMs and IBs (WO, state, center, field) are accessible through the BLM Directives intranet page, with the exception of restricted access directives.

Chapter 3. Surnaming and Signing Directives

This section provides instructions for surnaming and signing BLM directives. All supplements and temporary directives must follow the same pattern.

3.1 Surnaming and Signing Officials

Each directive must be surnamed by the officials who have a direct interest in the proposed directive for one or more of the following reasons.

- A. Programs or functions for which they are responsible could be materially affected by the adoption of the proposed policy and/or procedure;
- B. They are experts on the subject matter; or
- C. They are administratively or legally responsible for reviewing the directive.

NOTE: BLM officials who have a direct interest in the proposed directive may be outside of the authoring program office.

3.2 Surnaming and Signing

A physical Clearance Sheet (Form 1220-1) is used to document surnaming for state and center directives if they are not routed through the Data Tracking System (DTS). Documents routed through the DTS will use the printed control slip and surname report as evidence of electronic surnaming when the official record is filed. WO directives are surnamed exclusively through the DTS. Instructions for using the DTS are found in H-1541-1, Correspondence and Document Management, Appendix 1, BLM DTS Desk Guide For Users. State and center policy should be consulted for the use of DTS for local directives.

A. *Surnaming.* Officials reviewing a directive must ensure that—

- 1. The subject matter is adequately, accurately, and clearly covered in the directive;
- 2. The directive is consistent with existing Federal policy;
- 3. The directive does not have statements that conflict with functions and responsibilities assigned elsewhere; and
- 4. The directive is the most efficient and effective means of accomplishing the desired objectives.

B. *Signing.*

- 1. Only officials authorized by BLM MS-1203, Delegation of Authority, may sign directives. If the signing official is acting for the BLM official authorized to sign

the directive by BLM MS-1203 include the word “Acting” under the signing officials’ name. A directive may be signed by only one official.

2. On manual sections and handbooks and WO supplements, the official must sign the transmittal sheet (Form 1221-2) and complete the signing task within the DTS. For state and center supplements, if they do not use DTS, the official must only sign the transmittal sheet (Form 1221-2).
3. On IMs and IBs, the official must sign after the last paragraph of the directive.
NOTE: Please do not sign directives on the first page. Signing directives on the first page may delay the correction of administrative errors that do not materially affect the directive.
4. If two or more officials with signature authority have a direct policy or program-related interest in the directive, an official who is responsible for overseeing the programs of those officials must surname and sign the directive.
5. Within their respective areas of responsibility, the state directors and center directors may re-delegate authority for signing IMs and IBs.

3.3 Surnaming and Signing Process

- A. *Clearance Route.* Clearance routes vary according to the content of material contained in the directive. Writers of the directives are responsible for indicating the correct routing of directives for review, surname, and signature. To facilitate the surname process, coordinate informally with affected offices prior to writing the directive. Use the most efficient process to facilitate routing and surnaming.
- B. *Concurrent Surnaming.* Surnaming may be conducted concurrently to expedite the process.

3.4 Distribution

All current directives are posted to the active section of the national Directives website, where only the latest approved versions of directives are maintained and available. Any BLM web page may provide a link to the national Directives website. Permanent directives should not be independently posted on BLM web pages; linking to the national Directives website ensures version control. Manual sections and handbooks that are used in the field will be printed at the discretion of the program. Each official must ensure that the most current directives are employed to support the functioning of their program area.

3.5 Posting of Field Office and Center Directives

All field office and center directives must be posted to the BLM intranet.

3.6 Distribution to Other Agencies

Directives that are “Internal” may be released by the originating office to other agencies on an as-needed basis; however, the following disclaimer must be added: “This is a BLM internal document and must not be released to the public. Refer requests for this document to the BLM.”

3.7 Distribution of Restricted Directives

Notification of the existence of “Restricted” directives will be made to all employees. These directives will be listed on, but not linked on, the BLM Directives intranet page. Access to these documents will be limited to those employees with a “need-to-know.”

Chapter 4. Directives Maintenance

Directives are maintained in the following manner.

4.1 Filing Directives

- A. *Official Record Files* are maintained by the Records Manager who holds the official record copy for any manual section, handbook, manual section supplement, handbook supplement, IM, or IB. This includes the directive, any transmittal sheets, any and all attachments. This also includes either the Clearance Sheet (if not using DTS), or the Control Slip and Surname Report (if using DTS). These are maintained in accordance with the BLM GRS 16/1. Background documentation and comments received on drafts of directives that are substantial in nature are part of the overall record on how a policy was developed. These must be retained by the records manager/liaison for the originating office as part of the official record and maintained in accordance with the GRS 16/1(b).
- B. *Reference copies* of directives are temporary and may be disposed of when no longer needed. Downloaded electronic copies or printed versions of posted BLM directives are reference copies only and should be discarded when immediate use is completed. Employees must access the BLM Directives intranet page to ensure they are using the latest version of BLM directives.
- C. *A Vital Records Copy* of the official record must be maintained by the originating office in accordance with their Continuity of Operations Plan. All directives are vital records.

Chapter 5. Review and Revision of Directives

5.1 Directives Issued by Headquarters

- A. *Responsibilities.* BLM officials are responsible for keeping directives current and ensuring that directives are canceled when no longer needed. Officials must perform the following:
1. Review directives to avoid potential conflict with current law, regulations, and written policy within the directive.
 2. Review directives to avoid conflict and inconsistency within the directive or with related directives, including other manuals, handbooks, or IMs.
 3. Consider the nature and extent of complaints or comments received that suggest the material does not meet the needs of the user.
 4. Consider internal and external evaluation reports that identify conflicts or deficiencies and identify that additional coverage is needed.
 5. Review all IMs by subject and incorporate them into permanent directives if they contain continuing direction for the Bureau.
 6. Review directives for potential simplification, efficiency, and relief of unnecessary administrative burden.
- B. *Cancellation.* If a BLM manual section, handbook, or IM is canceled, it is the program official's responsibility to complete and sign a Transmittal Sheet (Form 1221-2) explaining the reason for cancellation of a manual section or handbook, referring the reader to other pertinent policies and procedures on the subject, as appropriate, and providing direction regarding removing the BLM manual section or handbook from the BLM Directives System and the BLM Directives intranet site.
- C. *Revision.* If a BLM permanent directive needs to be revised, it is the program official's responsibility to issue a revised directive and corresponding transmittal sheet.

5.2 Directives Issued by Center, State, and Field Offices

Offices must establish a review process for revalidating directives issued by their office.

Glossary of Terms

-B-

BLM Manual. A system that includes Manual Sections, Manual Section Supplements, Handbooks, and Handbook Supplements.

-D-

Directive. Any Manual Section, Manual Section Supplement, Handbook, and Handbook Supplement, Instruction Memorandum (IM), or Information Bulletin (IB) issued by an authorized official to provide instructions and information for conducting work under that official's functional jurisdiction. A directive has general applicability, as distinguished from specific instructions given by a supervisor in an individual matter.

1. *Permanent directive:* a directive that contains instructions having continuing application to Bureau operations. Permanent directives are issued in the form of BLM Manual Sections, Handbooks, and Supplements to Manual Sections and Handbooks.
2. *Temporary directive:* a directive that conveys information or contains instructions that require immediate attention or that may be in effect for a short period of time. Temporary directives are issued in the form of IMs and IBs.

Directives System. A comprehensive set of capabilities and tools designed to provide BLM officials with the means to effectively and efficiently convey instructions to users and to document BLM policies and procedures.

-F-

Field Office. Any organizational structure below the Washington Office within the Bureau. Includes a State, Field, District, Resource Area, Center, National Conservation Area, etc.

Field Official. Any individual with delegated authority within a Field Office.

-H-

Handbook. A permanent directive that provides detailed instructions needed to carry out the policy and direction described in the associated BLM Manual Section.

Handbook Supplement. See Supplement.

-I-

Information Bulletin (IB). A temporary directive that disseminates information of interest to BLM employees. They do not contain new BLM policy, procedures, or instruction material.

Instruction Memorandum (IM). A temporary directive that provides new policy or procedural instructions that must reach BLM employees quickly.

-M-

Manual Section. A permanent directive that contains program-specific BLM policy and program direction. Instructions in BLM Manuals are *mandatory* for identified programs unless the Manual Section itself indicates otherwise.

Manual Supplement. See Supplement.

-N-

Notice. A temporary directive that disseminates information of interest to Bureau employees and does not contain BLM policy, direction, or instructional material.

-P-

Permanent Directive. See Directive.

-R-

Revalidation. A program to review and certify directives as current.

-S-

Subject Code. A code that uniformly identifies all records or documents, regardless of physical form or characteristics, based on a logical numeric coding system. Subject code numbering patterns are consistent with 43 CFR. See BLM Subject Code Index (MS-1220, Appendix 3).

Supplement. A directive that elaborates upon Manual Sections and Handbooks to meet the needs of and for use within, the issuing administrative jurisdiction.

-T-

Temporary Directive. See Directive.